

Custodial, Labor and Trades Branch
Skilled Trades Group
Coach Maintenance Series

COACH MECHANIC II

07/03 (AIS)

General Purpose

Under general supervision, on assigned shift, perform skilled varied journey level coach mechanic to repair and maintain coaches, automobiles and related equipment, as assigned.

Typical Duties

Perform general overhaul and repair of diesel engines. Involves: Operate testing equipment to check components, pressures, and to make adjustments to engine. Check engine hydrocarbon and carbon monoxide with exhaust analyzer and make necessary adjustments. Troubleshoot coach equipment. Overhaul or replace coach related equipment such as pumps, compressors, blowers, generators, alternators, shock absorbers, starters, automotive heating, ventilation and air conditioning (HVAC) equipment, as required. Repair hydraulic and air brake systems, doors and their components. Perform state vehicle inspections as assigned. Make shop and road tests of equipment repaired before placing it back in service. Consult repair manuals. Requisition spare parts, tools and supplies as required. Maintain records and material used and time worked on equipment. Comply with and enforce safety regulations.

Supervise assigned subordinate employees. Involves: Schedule, assign, guide and check work. Appraise employee performance. Engage in or arrange for employee training and development. Enforce personnel regulations, department policies, and work rules regarding attendance and standards of conduct.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers to maintain continuity of ordinary operations, if assigned. Provide designated support for projects or activities as instructed. Explain and demonstrate work performed to assist supervisors in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of automotive and related equipment repair and maintenance methods, principles and techniques.
- Good knowledge of trade occupational hazards and safety practices.
- Good knowledge of diesel, alternatively fueled engine and related equipment repair and maintenance procedures.
- Ability to identify, diagnose and repair mechanical problems.
- Ability to operate diagnostic equipment.
- Ability to follow oral and written instructions.
- Ability to read and understand maintenance manuals.
- Ability to firmly and impartially supervise, evaluate and train subordinate employees.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to maintain repair and time records.
- Skill in safe operation and care of coaches & automotive equipment.
- Skill in safe operation and care of mechanic's equipment and tools of the trade.

Other Job Characteristics

- Frequent lifting and carrying of moderate weight objects (up to 50 pounds).
- Frequent climbing, standing, walking, kneeling, stooping and bending.
- Occasional test driving within repair yard or through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Educational Development (GED) plus four (4) years of experience in major overhaul, repair and maintenance of automotive equipment including two (2) years working on diesel engines or coaches.

Licenses and Certificates: Texas Class "B" Commercial Driver's License or equivalent from another state. Environmental Protection Agency (EPA) certification required for refrigerant recovery and recycling of motor vehicle air conditioners within 30 days of appointment. Some positions may require certification of competency as a Technician of Alternative fuels issued by the LP gas division of the Texas Railroad Commission within one (1) year of appointment.

Special Requirements:

- Must possess own tools of the trade prior to appointment. A list of the minimum tool requirements is on file in the Human Resources Department.
- Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Human Resources Director

Department Head

OFFICIAL